

Expense Disclosure Reporting Form

Name: **Denis Herard, Board Member**

For the Period: **May-14**

Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals (includes per diem allowances)	Seminar / Conference / Registration fees	Total
1 April 28/29, 2014	Edmonton	to attend Policy Committee meeting and Board of Directors' meeting.		\$294.00	\$134.76	\$37.00		\$465.76
2 May 26/27, 2014	Edmonton	to attend Board of Directors' meeting		\$294.00	\$134.76	\$37.00		\$465.76
3								\$0.00
4								\$0.00
5								\$0.00
6								\$0.00
7								\$0.00
8								\$0.00
9								\$0.00
10								\$0.00
							Travel Related	\$931.52

Notes

Non-travel related Expenditures (Business meals, etc...)

Dates	Purpose	Expense Category	Total
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00
9			\$0.00
10			\$0.00
			Non-Travel Related
			\$0.00

Notes

Total claimed for reporting period: \$931.52

Mileage & Per Diem Allowances

Employee Name	Expense Type	Submitted Date	Trip Info	Trip Start Date	Trip End Date	Expense Trans Date	Detail Description	Total Amount (Includes GST/HST)	Summary Item Reference
Denis Herard	Travel Meal Allowance	5/2/2014	01. 04/28/2014 at 08:00 AM to 04/29/2014 at 03:30 PM - Edmonton ~ to attend Policy Committee meeting and Board of Directors' meeting.	4/28/2014	4/29/2014	4/28/2014	Dinner (April 29) and breakfast (April 30), Lunches provided.	\$37.00	1
Denis Herard	Mileage	5/2/2014	01. 04/28/2014 at 08:00 AM to 04/29/2014 at 03:30 PM - Edmonton ~ to attend Policy Committee meeting and Board of Directors' meeting.	4/28/2014	4/29/2014	4/28/2014	Mileage (600 km) Calgary to Edmonton r/t	\$294.00	1
Denis Herard	Travel Meal Allowance	5/30/2014	01. 05/26/2014 at 03:00 PM to 05/27/2014 at 05:30 PM - Edmonton ~ to attend Board of Directors' meeting and Policy Committee meeting.	5/26/2014	5/27/2014	5/26/2014	Meals - May 26 (dinner) and May 27(breakfast). Lunch provided.	\$37.00	2
Denis Herard	Mileage	5/30/2014	01. 05/26/2014 at 03:00 PM to 05/27/2014 at 05:30 PM - Edmonton ~ to attend Board of Directors' meeting and Policy Committee meeting.	5/26/2014	5/27/2014	5/26/2014	Mileage (600 km) Calgary to Edmonton r/t	\$294.00	2

Herard
Trip #1

Chateau Louis

HOTEL & CONFERENCE CENTRE

Denis Herard

Room No. : 223
Arrival : 04.28.14
Departure : 04.29.14
Folio No. : 113201
Company : WCB
Cashier : 149
Booking No :

GUEST FOLIO

Date	Description	Charges	Credits
04.28.14	Room Charge	124.00	
04.28.14	Tourism Levy	4.56	
04.28.14	Room GST	6.20	
04.29.14	XXXXXXXXXXXXXX		134.76

Transaction Recap		Total Charges	134.76
Description	Recap Total	Total Credits	134.76
Room GST	6.20	Balance	0.00
Tourism Levy	4.56		CAD

Guest Signature

11727 Kingsway NW, Edmonton, Alberta T5G 3A1

Phone: 780.452.7770 Fax: 780.454.3436 Toll Free Reservations: 1.800.661.9843
chateaulouis.com info@chateaulouis.com GST 103021499

Herard
Trip # 2

Chateau Louis

HOTEL & CONFERENCE CENTRE

Denis Herard
[Redacted]

Room No. : 221
Arrival : 05.26.14
Departure : 05.27.14
Folio No. : 114746
Company : WCB
Cashier : 149
Booking No :

GUEST FOLIO

Date	Description	Charges	Credits
05.26.14	Room Charge	124.00	
05.26.14	Tourism Levy	4.56	
05.26.14	Room GST	6.20	
05.27.14	[Redacted] XXXXXXXXXXXXX [Redacted] XX/XX		134.76

Transaction Recap		Total Charges	134.76
Description	Recap Total	Total Credits	134.76
Room GST	6.20	Balance	0.00
Tourism Levy	4.56		CAD

Guest Signature

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